

# Personnel Policy Bulletin

Lancaster County

Number: 2005-1

Date: July, 2005

Reference:	Title:
Lancaster County Rules Appendix A, Nebraska Revised Statutes, Sec. 23-2521 (2) Personnel policy board; members; qualifications; appointment; term; removal; chairperson; meetings; quorum.	Election of Personnel Policy Board Members by Classified Employees

## (1) Definitions:

**Classified employees** who comprise all positions not specifically included in the unclassified service.

**Personnel Policy Board Members** are persons in sympathy with the application of merit principles to public employment and who are not otherwise employed by the County. No member shall hold during his or her term, or shall have held for a period of one year prior thereto, any political office or a position as officer or employee of a political organization.

**Term of appointment:** Each member shall be appointed in the same manner for a term of five years, except that any person appointed to fill a vacancy occurring prior to the expiration of a term shall be appointed in the same manner for the remainder of the term. Each member of the board shall hold office until his or her successor is appointed and qualified.

## (2) Nomination Procedure

- a) The Presidents of the bargaining units for classified employees and the Chairperson of the Employee Advisory Team will be notified when a vacancy exists of a Personnel Policy Board position which would be appointed by the classified employees. For purposes of the nomination process, the Employee Advisory Team shall represent the opinions of only those employees who are unrepresented, classified employees. The opinions of classified employees represented by either of the bargaining units shall be presented by the bargaining unit's President. These individuals will meet and submit, in writing, names to the Personnel Director to be placed onto the official ballot by a pre-established deadline. Before a name is placed on a ballot, the individual to be nominated should be contacted by the nominator to insure they are interested and willing to accept the appointment, if elected.
- b) The Personnel Director will establish an official ballot, placing on that ballot the names submitted by the predetermined deadline, with a brief description of the candidate's qualifications. A deadline for voting will be noted. The Lancaster County Election Commissioner or his designee will initial each official ballot. Ballots submitted which do not bear such initials, or appear to be photocopied, will not be counted.

# Personnel Policy Bulletin

Number: 2005-1

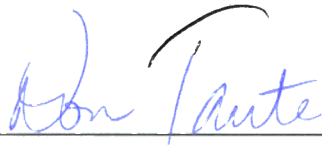
Lancaster County

Date: July, 2005

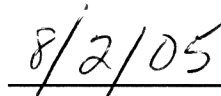
Reference:	Title:
Lancaster County Rules Appendix A, Nebraska Revised Statutes, Sec. 23-2521 (2) Personnel policy board; members; qualifications; appointment; term; removal; chairperson; meetings; quorum.	Election of Personnel Policy Board Members by Classified Employees

## (3) Election Procedure

- a) The Lancaster County Election Commissioner will oversee the election process and certify the results of the election. A majority of votes received will constitute the winner.
- b) Each classified employee will receive a ballot. The Personnel Department will generate labels to be used to send the ballot to employees via interoffice mail.
- c) Each ballot will have a deadline date and time. All ballots received after the deadline will not be counted. The voting process will be completed within a two-week period.
- d) Each ballot will be sent out with a return interoffice envelope that is addressed to the Lancaster County Election Commissioner. Where possible, the ballots will be sent and returned via interoffice mail.
- e) The cost of supplies to conduct the election will be paid by the Lancaster County Board of Commissioners.
- f) Upon receiving certified election results from the Lancaster County Election Commissioner, the Personnel Director will publish the results to the individuals on the ballot, to the President of the classified unions and the Chair of the Employee Advisory Team, the Lancaster County Board of Commissioners, and Lancaster County Department Heads. Thirty (30) days following a certified election, the ballots will be destroyed.
- g) The effective date of the appointment will be the first Personnel Policy Board Meeting following the expiration of the term of office; or the first Personnel Policy Board Meeting following the election if the term has already expired or in the event of a resignation.
- h) A sample ballot is attached for reference.



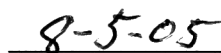
Don Taute, Personnel Director



Date



Larry Hudkins, Chair  
Board of County Commissioners



Date

**LANCASTER COUNTY  
SAMPLE PERSONNEL POLICY BOARD BALLOT**

The Lancaster County Personnel Policy Board is a six member board that reviews employee grievances and disciplinary appeals, and recommends personnel rule changes and amendments to the Personnel Department and County Board. Pursuant to state law, classified employees appoint two members to the Personnel Policy Board to serve five-year terms. One of these terms has expired and the County Board has agreed to sponsor a county-wide election to give all classified employees the opportunity to vote for the appointment.

Listed below are two individuals that have been nominated by AFSCME, Local 2468, FOP, Lodge 32, and the Employee Advisory Team. You may vote for **one** of the individuals listed below by placing an “**X**” on the line beside the person for which you wish to vote. Please use the enclosed addressed envelope to mail your ballot to the Election Commissioner’s Office. The ballot may be mailed through the County inter-office mail.

**Do not copy this ballot. Only an original of this ballot will be considered valid. All ballots must be received by the Election Commissioner no later than the close of business Friday, Date**

_____	Name #1 – Brief description of qualifications
_____	Name #2 – Brief description of qualifications

Election Commissioner Certification of Authenticity \_\_\_\_\_